

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, § 104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2008

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract.....	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	2
2.1 Organizing and Indexing	2
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	6
3.1 Reference, Search, and Circulation Service.....	6
3.2 Freedom of Information Act (FOIA).....	7
3.3 Photocopy and Redaction Service	7
3.4 CD-ROM Service	7
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	7
Task 4: Administrative Records (ARs) and Special Collections Management.....	9
4.1 Administrative Records	9
4.2 Work-Performed Compilations.....	9
4.3 Electronic Media and Microfilm Management.....	9
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	10
Task 6: Training and Orientation.....	10
Task 7: Online Operations and Internet Support	11
Task 8: Attend Meetings and Teleconferences	11
II. DIFFICULTIES ENCOUNTERED.....	12
III. PERSONNEL ACTION	12
IV. SUMMARY OF TECHNICAL DIRECTION	12
V. STATISTICS	13

EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
July 2008

TOAM: Elaine Chan
PM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on July 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 7.

Major Project Status Report was submitted to the TOAM on July 16.

The PM completed the new *Scanning Department Procedures Manual* on July 29 and submitted it to the TOAM for review.

The semiannual property inventory was conducted and the list of EPA property in the Records Center was submitted to the TOAM on July 1.

On July 31 the PM provided semiannual Records Center security training to all staff.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 4,102 documents and edited 3,737 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Concord Naval Weapons Station site this month.

The site assessment Librarian IV received .9 lft of new documents, and processed 21 new sites.

The site assessment Librarian IV shifted 4 files to make room for new documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

13.3 lft. of documents were picked up from EPA regional offices. 8 Transfer of Records forms were processed.

29 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on .3 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated July 10.

- FRC Storage Report, updated July 10.

- On-Site Storage Report, updated July 10.

- Contracts On-Site Storage Report, July 3, 14, 18, and 25.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 4,164 documents (100,891 pages) during July and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during July.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Seventeen Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

APACHE POWDER, OU 01 (SSID 09C6)
COOPER DRUM, OU 00 (SSID 091N)
DEL MONTE CORP. (OAHU PLANTATION), OU 00 (SSID 09AG)
FRONTIER FERTILIZER, OU 01 (SSID 094R)
IRON KING MINE – HUMBOLDT SMELTER, OU 00 (SSID 09MX)
LAVA CAP MINE, OU 01 (SSID 093Y)
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)
MOTOROLA, INC. (52ND STREET PLANT), OU 01 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 02 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 04 (SSID 09BE)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS), OU 01 (SSID 09N2)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 091D)
SYNERTEK, INC. (BUILDING 1), OU 01 (SSID 09K3)
TRW MICROWAVE, OU 00 (SSID 09K4)
WESTINGHOUSE ELECTRIC CORP (SUNNYVALE), OU 01 (SSID 0997)

Staff received 12 requests for cost package and/or contract documents, performed 15 database searches in SDMS/Lotus Notes and provided 31 documents to EPA staff during July. Site-specific charges occurred for the following sites:

DEL AMO FACILITY, OU 03 (SSID 0936)
LAVA CAP MINE, OU 01 (SSID 093Y)
MODESTO GROUND WATER CONTAMINATION, OU 01, (SSID 09J4)
MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
RHONE-POULENC, INC./ZOECON CORP, OU 00 (SSID 0998)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

The Cost Package Documentation Index was updated on July 3, 14, 18 and 25.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 13.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09ZZ	N/A	1333-1379 62ND ST (BROWNFIELDS)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09ZZ	N/A	APARTMENT BLDG (BROWNFIELDS)
0983	00	APPLIED MATERIALS
09JS	00	ASARCO INC HAYDEN PLT
09Q4	00	BARSTOW MARINE CORPS LOGISTICS BASE
0970	00	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	N/A	BLACK & WHITE LIQUORS (BROWNFIELDS)
09ZZ	N/A	BROOKSHIRE PLATING
091B	00	BYERS BOMB SITE
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09ZZ	N/A	CERTAINTED CORP RICHMOND
09ZZ	N/A	COLISEUM GARDENS 1, 2 & 3 (BROWNFIELDS)
09ZZ	N/A	COLISEUM GARDENS 2 (BROWNFIELDS)
09ZZ	N/A	COMMERCIAL PROPERTY 62ND ST (BROWNFIELDS)
09ZZ	N/A	COMMERCIAL PROPERTY HOLLIS ST (BROWNFIELDS)
09H3	00	CONCORD NAVAL WEAPONS STATION
091N	00	COOPER DRUM
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DOMTAR GYPSUM AMERICAN
09ZZ	N/A	DOYLE HOLLIS PARK (BROWNFIELDS)
09ZZ	N/A	DUTRO FACILITY (BROWNFIELDS)
09ZZ	N/A	EAGLES NEST PAINT
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
09ZZ	N/A	FASHION CLEANERS
09Q6	00	FORT ORD
09Q6	01	FORT ORD
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GILA RIVER INDIAN COMMUNITY BLACKWATER INDUSTRIAL PARK (BROWNFIELDS)
09X6	00	HALACO ENGINEERING CO
09ZZ	N/A	HI DOH ANAHOLA PROJECT FAITH (BROWNFIELDS)
09MY	00	HIGHWAY 101 & MOFFETT BLVD
09NT	00	HIGHWAY 160/MILE 327 RADIATION SITE
09ZZ	N/A	HOUSE RELOCATION 40TH AT ADELINE (BROWNFIELDS)
09ZZ	N/A	IDEAL SERVICE LAUNDRY
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER

SSID	OU	SITE NAME
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09F6	01	JASCO CHEMICAL CORP
09EC	00	K & L PLATING - 89TH AVENUE
09FM	00	KLAU/BUENA VISTA MINE
09ZZ	N/A	LA PUMPING PLANT #92
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
09ZZ	N/A	LENCHO'S MUFFLERS (NAYARIT MUFFLER SHOP)
091A	01	LEVIATHAN MINE
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
098N	00	LONG BEACH NAVAL STATION
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09QN	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	00	MEW STUDY AREA
09ZZ	N/A	MILLER PROPERTY (BROWNFIELDS)
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	02	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	00	OMEGA CHEMCIAL CORP
09BC	01	OMEGA CHEMCIAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	OXNARD DUMP
09NY	00	PACIFIC AEROSPACE SERVICES, INC
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	00	PEMACO MAYWOOD
099K	01	PEMACO MAYWOOD
09JW	00	RIALTO COLTON PLUME
09ZZ	N/A	RICHARDS W C OF CALIFORNIA
09ZZ	N/A	RIGHT OF WAY 2530 N CENTRAL AVE (BROWNFIELDS)
09BY	01	RIO TINTO COPPER MINE

SSID	OU	SITE NAME
0979	00	SACRAMENTO ARMY DEPOT
09P1	00	SAIPAN CAPACITORS
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	02	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0980	00	SHARPE ARMY DEPOT
09ZZ	N/A	SIERRA VILLAGE RETAIL PLAZA
091D	00	SULPHUR BANK MERCURY MINE
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09K3	01	SYNERTEK, INC. (BUILDING 1)
09RC	00	TALLEY BROTHERS INCORPORATED
0981	01	TH AGRICULTURE & NUTRITION
09DU	00	TOSCO CORPORATION AVON REFINERY
09Q5	00	TRACY DEFENSE DEPOT
09M7	00	TRAVIS AIR FORCE BASE
09M7	01	TRAVIS AIR FORCE BASE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09FW	00	TROJAN PLATING SHOP
09K4	00	TRW MICROWAVE
09ZZ	N/A	UNITED MINING CORP.
09ZZ	N/A	UNITED STAMPING CO (BROWNFIELDS)
09ZZ	N/A	UNIVERSITY AVE AT BAY RD (BROWNFIELDS)
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	00	WILLIAMS AIR FORCE BASE
09Q1	01	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 69 requests for documents, performed 506 database searches in SDMS-C, and provided 2,854 documents for EPA staff and other requesters.

Thirty indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 1 and July 3, respectively.

Circulation Department staff completed the July quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Staff sent out 64 Document Location Notices to EPA staff and contractors.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 8 FOIA requests totaling 17.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 3,801 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 11 pages from SDMS-C.

At the request of EPA Staff, 3 documents from the Applied Materials site file and 5 documents from the Omega Chemical Corp. site file were redacted in support of FOIA responses.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 37 requests for documents on CD-ROMs. 159,525 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
098K	01	ALAMEDA NAVAL AIR STATION
09PC	00	ALTOONA MINE
09DJ	01	AMCO CHEMICAL
0983	01	APPLIED MATERIALS
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
0934	01	ATLAS ASBESTOS MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
093H	01	CASMALIA RESOURCES
09ZZ	N/A	CERTAINTED CORP RICHMOND
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
09KE	00	FORD CITY BURN DUMP
0963	00	GILA RIVER INDIAN RESERVATION
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09F6	01	JASCO CHEMICAL CORP
09FM	00	KLAU/BUENA VISTA MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09ZZ	N/A	MCDONNELL DOUGLAS AIRCRAFT SANTA MONICA
09M6	01	MEW STUDY AREA
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	NEUTRONICS INC
		NON SITE-SPECIFIC
09BC	00	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
0998	00	RHONE-POULENC, INC./ZOECON CORP
09FV	00	RICHMOND TOWNHOUSE APARTMENTS
09LC	00	RINCONADA MINE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09ZZ	N/A	SANTA MONICA WELL FIELD
091D	00	SULPHUR BANK MERCURY MINE
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
0981	00	TH AGRICULTURE & NUTRITION
0981	01	TH AGRICULTURE & NUTRITION
09ZZ	N/A	WATERGARDEN PROJECT
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09Q1	01	WILLIAMS AIR FORCE BASE

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in July:

Klau/Buena Vista Mines Removal AR #3, sent July 7

Altoona Mine Removal AR, sent July 25

Lava Cap Mine Groundwater OU AR, sent July 25

On July 2 staff met with the TOAM and ORC attorney Sara Goldsmith to discuss the Lava Cap Mine Groundwater administrative record. And on July 18 staff met with the TOAM, RPM Rusty Harris-Bishop and ORC attorney Sara Goldsmith to conduct the kick-off meeting for the Lava Cap Mine Groundwater OU AR. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Eight work-performed compilation was created or updated during July for the following sites:

ASARCO INC HAYDEN PLT, OU 00 (SSID 09JS)

FRONTIER FERTILIZER, OU 01 (SSID 094R)

J.H. BAXTER & CO, OU (SSID 0974)

MEW STUDY AREA, OU 01 (SSID 09M6)

MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)

MONTROSE CHEMICAL CORP, OU 03 (SSID 0926)

MOTOROLA, INC. (52ND STREET PLANT) OU 02 (SSID 09BE)

RHONE-POULENC, INC./ZOECON CORP, OU 00 (SSID 0998)

TUCSON SOURCES, OU 02 (SSID 091C)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 16 collections

Electronic files attached to E-mails: 44 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09PC	00	ALTOONA MINE
0983	00	APPLIED MATERIALS
09JS	00	ASARCO INC HAYDEN PLT
094R	01	FRONTIER FERTILIZER
0974	01	J.H. BAXTER & CO
09FM	00	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
		NON SITE-SPECIFIC
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0998	00	RHONE-POULENC, INC./ZOECON CORP
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09L9	04	TUCSON AFP 44
091C	02	TUCSON SOURCES
09RE	00	US COLLOIDAL TECHNOLOGIES INC
09RH	00	WAIANAE PERC AND PCBS SITE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 30.

The PM held a Managers/Supervisors meeting on July 23.

The PM held a Scanning Department meeting on July 10.

The PM held a Cost Recovery Department meeting on July 10.

The RMS IV/Assistant Manager held meetings with special projects staff on July 3 and 7.

The RMS IV/Circulation Department Supervisor held departmental meetings on July 9 and 24.

The RMS IV/Head Indexer held a departmental meeting on July 23.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 16.

The PM continued to purchase supplies and/or equipment during the July.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No activity occurred in this reporting period.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On July 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV coordinated with EPA Electronics Forms Administrator Ted Gross to disable the Remote Desktop function on all Records Center computers on July 28.

An RMS IV coordinated with EPA scanning support contractor Dan Brown to resolve problems with an upgrade to Ascent Capture 7.5. Efforts to resolve the problems are ongoing.

An RMS IV coordinated with EPA Oracle Systems Administrator Perry Silver to resolve a drive mapping problem with the R9WISDMS server. The problem was successfully resolved on July 28.

An RMS IV coordinated with EPA computer support contractor Giuseppe Orlandi to resolve problems with PatchLink on the Record Center workstations. The problem was successfully resolved.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- All Metals Processing Co. Removal AR
- Anaconda Copper Co (Yerington) Removal #2 AR
- Asarko Hayden Plant Removal AR
- Greka Bradley Consolidated 3 Island Oil Production Facility Removal AR
- Mt. Finiansanta Repeater Battery Site Removal AR
- Omega Chemical Corp. 2005/2006 Oversight Costs Dispute AR, Suppl #1
- Omega Chemical Corp. Operable Unit #1 AR
- Petaluma Marsh Wildlife Area Removal AR
- US Colloidal Technologies Inc. Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

Records Center staff attended a national SDMS-C central registry demonstration on July 2, and a national SDMS-C media types teleconference on July 31.

The RMS IV/Assistant Manager and Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on July 17.

At the direction of the TOAM, on July 8 the PM attended the National Archives and Records Administration symposium on *Building Digital Archives* at Sacramento State University. A report of attendance was submitted to the TOAM on July 11.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in August.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RIM IV/Head Indexer interviewed candidates for the open Librarian IV position. The position is expected to be filled in August.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 25 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 16 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
4,164	42.7 LFT	303.5 LFT

Inventories

Records Surveyed	Year to Date
38.2 LFT	247.1 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 LFT	0 LFT	0 LFT	582.6 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
48	3	0	0	11	0	0	5	67